APPROVALS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description of Change
Baseline	1.0	2/26/08	Charter written.
Revision	2.0	11/19/08	Reformatted to comply with NODIS requirements.

1. PURPOSE

This charter establishes the NASA Office of the Chief Information Officer (OCIO) Strategy and Investment Board (SIB), and sets forth its responsibilities, membership, and general operating guidance.

The purpose of the SIB is to provide a forum for senior level stakeholder participation in the setting of IT strategy and policy of broad impact in terms of budget or operational capacity, as well as prioritization of significant IT investments that align with the strategy and mission of the Agency.

The SIB is chaired by the Agency CIO and comprised of representatives from key organizations associated with and affected by the Agency's IT investments. As Chair, the NASA CIO has decisional authority for the SIB based on input and recommendations from the members. The Chair will present appropriate decisions and recommendations requiring higher level decisions to the SMC, PMC and/or OMC, as appropriate. Recommendations may be developed by subordinate sub-groups, and presented to the SIB for active exploration and discussion. Decisions on strategies, policies, and potential investments are rendered based on the group's discussion, collective understanding of the Agency's needs and priorities, and reflective of NASA's mission objectives and IT principles.

2. APPLICABILITY/SCOPE

Information Technology (IT) governance encompasses the structures, inputs, outputs, activities, and decision authority necessary to facilitate the effective and efficient use of IT. NASA's IT governance model is consistent with the Agency's overall approach to governance and has critical linkages to key NASA policies including NPR 7120.7 (*NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements)* and other NASA IT management processes, such as capital planning and investment control (CPIC), information security planning, and enterprise architecture as defined in NPD 2800 and subordinate policies and procedural requirements (NPR 2800.1, *Managing Information Technology*, NPD 2810.1 *NASA Information Security Policy*, NPR 2810.1 *Security of Information Technology*, NPD 2830.1 *NASA Enterprise Architecture*, and NPR 2830.1, *NASA Enterprise Architecture (EA) Procedures*. By adopting a structured and holistic approach to IT Governance, NASA will be better able to:
- support the NASA Mission via ongoing alignment of NASA's IT investments and management practices with its business requirements and strategic initiatives,
- identity potential areas of investment redundancy and opportunities for consolidation, and
- effectively prioritize investments.

NASA's IT governance board structure provides complete coverage of the lifecycle of an IT investment from the initial decision to fund a proposed investment, to oversight of its implementation and operations, and decommissioning. Each of these lifecycle phases has associated with it unique milestones and metrics that require different activities and therefore different memberships. To address the wide-ranging decisions which occur throughout the lifecycle of an IT investment, NASA employs a three-board model where each board has a clear set of responsibilities as well as interfaces to the other governing bodies.

NASA's IT environment is organized into three major areas: IT infrastructure services, IT applications, and "Highly Specialized IT". Highly specialized IT is defined as IT that is an embedded component of a flight system, experiment, simulator, ground support equipment, or mission control center.

While some cross-cutting IT processes such as IT security apply to all three areas, the scope of the IT governance described in this document addresses IT infrastructure services and IT applications only. Lifecycle management of "Highly Specialized IT" is in accordance with NPR 7120.5 (*Space Flight Program and Project Management Requirements*) and will be subject to applicable governance structures and processes thereunder.

The IT governance structure described in this document operates at the Agency level and addresses significant IT investments regardless of funding source. Significant investments are generally defined as those that exceed $1M per year for applications and $500K per year for IT infrastructure. However, the OCIO may bring any investment to the SIB, and the SIB membership may request review of any investments of special interest, as well as recommend agenda items for SIB meetings.

- **NASA IT Strategy and Investment Board (SIB).** Decisions regarding IT strategy and resultant policies, significant IT investments (prioritization and approval), and the NASA EA.

- **NASA IT Program Management Board (PMB)**. Decisions regarding application and infrastructure projects to ensure that investments approved by the SIB stay on track during formulation, design and implementation.

- **NASA IT Management Board (ITMB)**. Decisions regarding management of the IT technical environment at NASA to implement IT strategy, policy and investment initiatives, including configuration management, integration and performance of IT systems.

3. AUTHORITY

The NASA Strategic Management Council (SMC) approved establishment of the SIB on September 14, 2007. NPD 2800.1 provides the authority for the SIB.

4. FUNCTIONS

The SIB, as a group, is responsible for:
- A. Ensuring alignment of NASA IT strategy, policy and investments with the NASA mission, considering the appropriate trade space (mission, funding, risk, compliance, security, etc);
- B. Ensuring that IT investment decisions are made with an integrated Agency-wide perspective;
- C. Ensuring that IT investment priorities are established in recognition of budgeting, resource, and other constraints (e.g., compliance with federal laws, regulations, and policies; other externally mandated requirements);

D. Ensuring Agency-wide requirements are integrated across the appropriate stakeholders and aligned with Agency priorities;
E. Ensuring that the Agency Information Resources Management (IRM) Strategic Plan accurately and effectively addresses Agency needs, goals and objectives;
F. Reviewing and approving significant IT investments; and
G. Reviewing and approving changes to the Agency's enterprise architecture.

The SIB Chair is responsible for:
A. Ensuring effective and efficient SIB performance;
B. Establishing standard SIB organization and operating practices;
C. Planning and conducting SIB meetings and related activities;
D. Ensuring sufficient communications between the SIB and relevant stakeholders;
E. Ensuring appropriate issues are brought to the Agency level governance councils
F. Reporting on behalf of the SIB to the Agency Operations Management Council (OMC), and as needed to the Agency SMC and Program Management Council (PMC);
G. Disposition of SIB member recommendations; and
H. Tasking organizations to implement approved recommendations.

The individual SIB member representatives are responsible for:
A. Representing their respective organizations;
B. Reviewing pre-meeting materials, coordinating within their respective organizations to formulate an official organizational position, opinion, or recommendation relative to the topic;
C. Participating in the SIB meetings and related activities, speaking authoritatively for their respective organizations;
D. Working with the Agency CIO and other organizations to reach mutually acceptable issue resolutions; and
E. Communicating decisions to their respective organizations, as may be appropriate.

5. MEMBERSHIP

The SIB membership is non-rotating and consists of the following:

1   Agency CIO (Chair)
2   Agency Associate Deputy Administrator
3   Aeronautics Research Mission Directorate - Director, Mission Support Offices
4   Exploration Systems Mission Directorate – Director of Directorate Integration Office
5   Space Operations Mission Directorate – Deputy Associate Administrator
6   Science Mission Directorate – Deputy Associate Administrator for Management
7   Office of Institutions & Management -- Associate Administrator
8   Office of Program and Institutional Integration – Director
9   Office of the Chief Financial Officer – Deputy CFO
10 Office of Program Analysis and Evaluation – Deputy Director, Strategic Investment Division
11 Office of the Chief Engineer – Deputy for Management
12 Office of Procurement – Director of Program Operations
13 Ames Research Center – Associate Director
14 Dryden Flight Research Center – Associate Director

15   Glenn Research Center – Associate Director
16   Goddard Space Flight Center – Associate Director
17   Jet Propulsion Laboratory – Deputy Director, Business Operations
18   Johnson Space Center – Associate Director
19   Kennedy Space Center – Associate Director
20   Langley Research Center – Associate Director
21   Marshall Space Flight Center – Associate Director
22   Stennis Space Center – Associate Director
23   NASA Shared Services Center – Executive Director

6. MEETINGS

The SIB will meet on a quarterly basis, or more frequently if required. A quorum is established when representatives for at least two thirds of the member organizations participate in a meeting. If a designated representative is unable to participate, then an approved alternate is acceptable. However, alternates are expected to speak authoritatively for their respective organizations. The Chair makes decisions on behalf of the SIB after discovery, discussion and debate, if necessary. Escalation path for members in opposition of decisions is through their chain of command, and then the NASA Associate Administrator for final disposition.

SIB meeting minutes, documentation of the proceedings and formal recommendations, will be maintained on the Agency CIO internal website. Briefing materials, action items and other supporting documentation (e.g. prioritized gap list) will also be maintained on this website.

7. DURATION

This charter shall be in effect for a period of 3 years and will be reviewed/renewed as appropriate.

8. MEASUREMENTS

The SIB uses inputs from a variety of sources to support its deliberations and recommendations. These include but are not limited to:
- Updates to the enterprise architecture;
- Assessment of the performance of the current state collection of legacy IT investments;
- Investment proposals from a variety of sources including NASA Centers, Mission Directorates, Mission Support Offices, the PMB, and ITMB; and
- IT key performance indicators.

Using these inputs, the SIB will fulfill the responsibilities described above to ensure the effective and efficient use of IT across the Agency and will produce the following specific outputs. Comments may include a majority and minority opinion on any topic.
- Investment recommendations and priorities
- Annual review of NASA IRM Strategic Plan
- Annual review of NASA IT Policy

- Annual review of NASA Enterprise Architecture Executive Summary
- Annual review of NASA IT objectives and annual performance of existing portfolios of IT investments

9. RECORDS

The NASA Chief Information Officer is responsible for the maintenance of this charter and all other records associations with the SIB.

10. ACRONYMS

CMO	Center Management and Operations
EA	Enterprise Architecture
IRM	Information Resources Management
ITMB	IT Management Board
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
OMC	Operations Management Council (Agency)
PMB	Program Management Board
PMC	Program Management Council (Agency)
SIB	Strategy and Investment Board
SII	Strategic Institutional Investments
SMC	Strategic Management Council (Agency)

11. DEFINITIONS

For the purpose of this document, the following definitions apply.

"Ensure" means to take necessary measures before hand to make certain or inevitable of an outcome, specifically it means taking the initiative to:
- 1) check that something is being done, and if it is not being done then take action to identify who has the appropriate responsibility for doing it, and that they get it done.
- 2) investigate if something was done appropriately, and if not done appropriately then takes action to have it done again.
- 3) routinely communicate on the above (for example, coordinate with other SIB representatives, provide feedback to stakeholders, report to the OMC, etc…).